

The Washington State Senate Republican Caucus has an opening for a Public Information Officer.

PUBLIC INFORMATION OFFICER

RESPONSIBILITIES: Prepares and disseminates communications and informational material for senators under the guidance of the Communications Director; assists in other required duties.

DISTINGUISHING CHARACTERISTICS: Assignments are broad in nature and are performed under general direction, while maintaining confidential member relations. Work may encompass the full range of public information products involving all available media.

REPORTS TO: Communications Director, Staff Director and senators with whom they work.

TYPICAL WORK: Performs professional informational work in writing news releases, feature articles, op-eds, speeches, etc. May specialize in one or several specific policy areas, such as labor, education, etc.;

Gathers information through research and personal interviews and writes news releases, speeches, radio and television announcements, articles, feature stories, and copy for pamphlets and brochures;

Selects, edits, and proofreads materials for reports, newsletters, and magazines, explains desired typography, illustrations, layout, and other requirements to printers and artists; distributes publications;

Locates reference sources and edits speeches and articles for Senators;

Answers inquiries from news media representatives by email or telephone;

Performs other work as required.

QUALIFICATIONS:

Knowledge of:

Journalism and media practices;

Legislative process (or a desire to learn it);

Committee and leadership structure and issues in the Washington state Legislature.

Ability to: Exercise judgment when writing on behalf of a senator, in a manner consistent with the views of that senator;

Edit and write in a professional manner;

Accurately interpret, clarify, and express the views and positions of members;

Develop and maintain cordial, effective working relationships with co-workers, legislators, the media, interest group representatives and the public.

EDUCATION: A Bachelor's degree involving major study in journalism, public relations, communications, or a closely allied field.

An advanced degree in an appropriate discipline may be substituted for one year of required experience as listed below.

EXPERIENCE: Two years of experience as an Associate Information Officer with the Washington State Senate, including one legislative session.

-OR-

Three years of professional journalism or public relations experience in a job-related specialty or on the staff of another legislative body.

-OR-

Acceptable education, experience, and knowledge as determined by the Facilities and Operations Committee.

INTERESTED CANDIDATES should send a cover letter, resume, references and writing samples to:

Judy Rogers-Lavigne
209 Irv Newhouse Building
Box 40462
Olympia. WA 98504-0462
e-mail: rogers-lavigne.judy@leg.wa.gov

DEADLINE for applications is Friday, October 25, 2013

THE WASHINGTON STATE SENATE is an Equal Opportunity Employer.